



Version	8.9
Document Generation Date	10/23/2009
Last Changed by	System Office
Status	Draft

Export/Import Maine State Grant

Concept

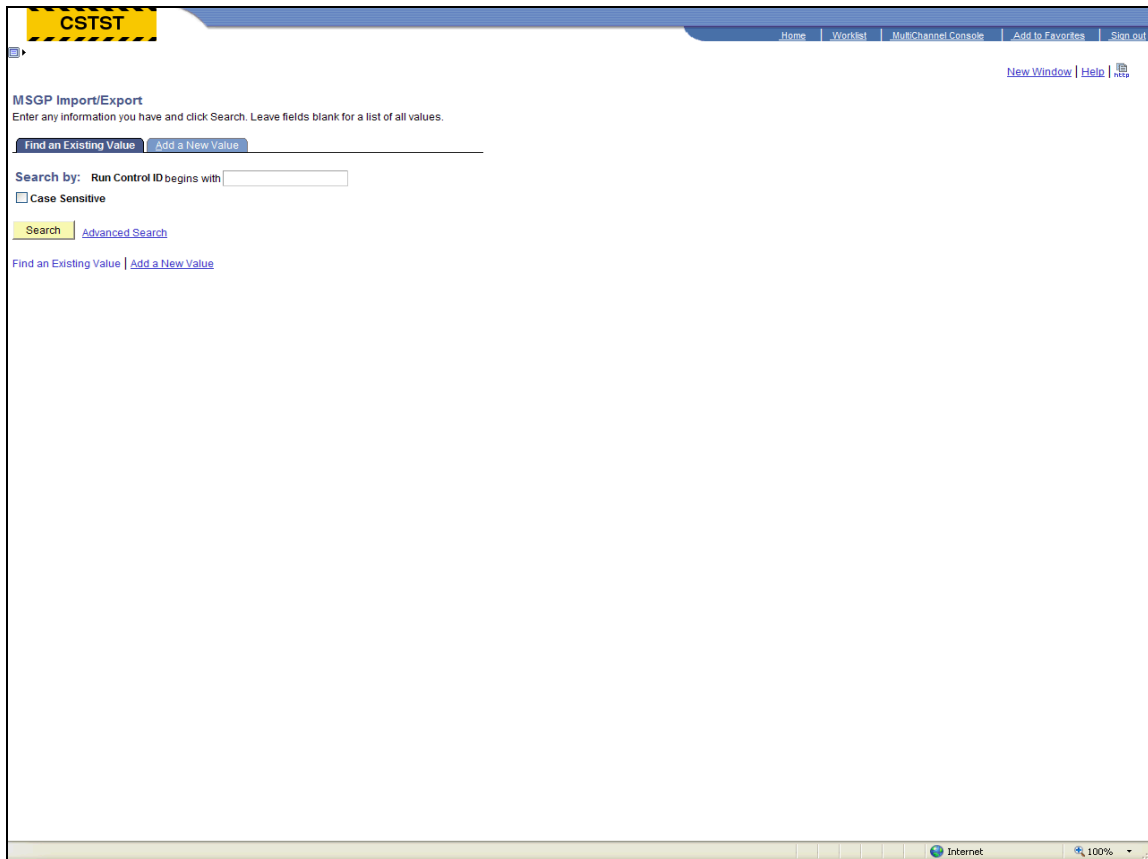
The MSGP Import/Export interface allows you to transmit files to and from FAME. The process will produce or import a file and display pages of pertinent information.

Typically, the process begins by exporting a file of disbursed awards to the State of Maine.

Navigation

Step	Action
1.	Click the University of Maine System link. ▶ University of Maine System
2.	Click the Financial Aid link. ▶ Financial Aid
3.	Click the Batch Processing link. ▶ Batch Processing
4.	Click the MSGP Import/Export link. MSGP Import/Export

Procedure



Step	Action
5.	On the MSGP Import/Export page, click the <i>Add a New Value</i> tab to add a new Run Control or lookup and select an existing Run Control. Add a New Value

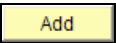


Process Document

Financial Aid: Export/Import Maine State Grant

The screenshot shows a web browser window with the following elements:

- Header:** A yellow banner with "CSTST" and a blue navigation bar with links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out.
- Page Title:** "MSGP Import/Export" with a "New Window | Help | [icon]" link on the right.
- Navigation:** Two buttons: "Find an Existing Value" and "Add a New Value".
- Form:** A text input field labeled "Run Control ID:" followed by a yellow "Add" button.
- Footer:** A status bar with "Done", "Internet", and "100%" zoom level.

Step	Action
6.	On the <i>Add a New Value</i> page, enter a name for the Run Control.
7.	Click the Add button. 

Process Document

Financial Aid: Export/Import Maine State Grant



CSTST

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

MSGP Export/Import

Run Control ID: GSM [Report Manager](#) [Process Monitor](#) [Run](#)

*Academic Institution

*Aid Year

*Term

*Item Type

*Maximum EFC allowed

*Import/Export Flag

Done Internet 100%

Step	Action
8.	On the MSGP Export/Import page, you are required to enter several key fields. In the <i>Academic Institution</i> field, enter or lookup and select the appropriate Academic Institution.
9.	In the <i>Aid Year</i> field, lookup and select the appropriate Aid Year.
10.	In the <i>Term</i> field, enter the appropriate Term.
11.	In the <i>Item Type</i> field, lookup and select the appropriate Item Type.
12.	In the <i>Maximum EFC allowed</i> field, enter the maximum allowable EFC for the fund you are processing.
13.	In the <i>Import/Export Flag</i> field, since we are exporting a file, lookup and select Export from the drop-down list.



Process Document

Financial Aid: Export/Import Maine State Grant

CSTST

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

MSGP Export/Import

Run Control ID: GSM [Report Manager](#) [Process Monitor](#) **Run**

*Academic Institution University Maine Presque Isle

*Aid Year 2009-2010 Federal Aid Year

*Term 2009 Fall

*Item Type Maine State Grant

*Maximum EFC allowed

*Import/Export Flag

Done Internet 100%

Step	Action
14.	Click the Run button to open the Process Scheduler Request page. <input type="button" value="Run"/>

Process Document

Financial Aid: Export/Import Maine State Grant



CSTST

[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#) | **Saved**

Process Scheduler Request

User ID: 0020625 Run Control ID: GSM

Server Name: Run Date: 10/22/2009

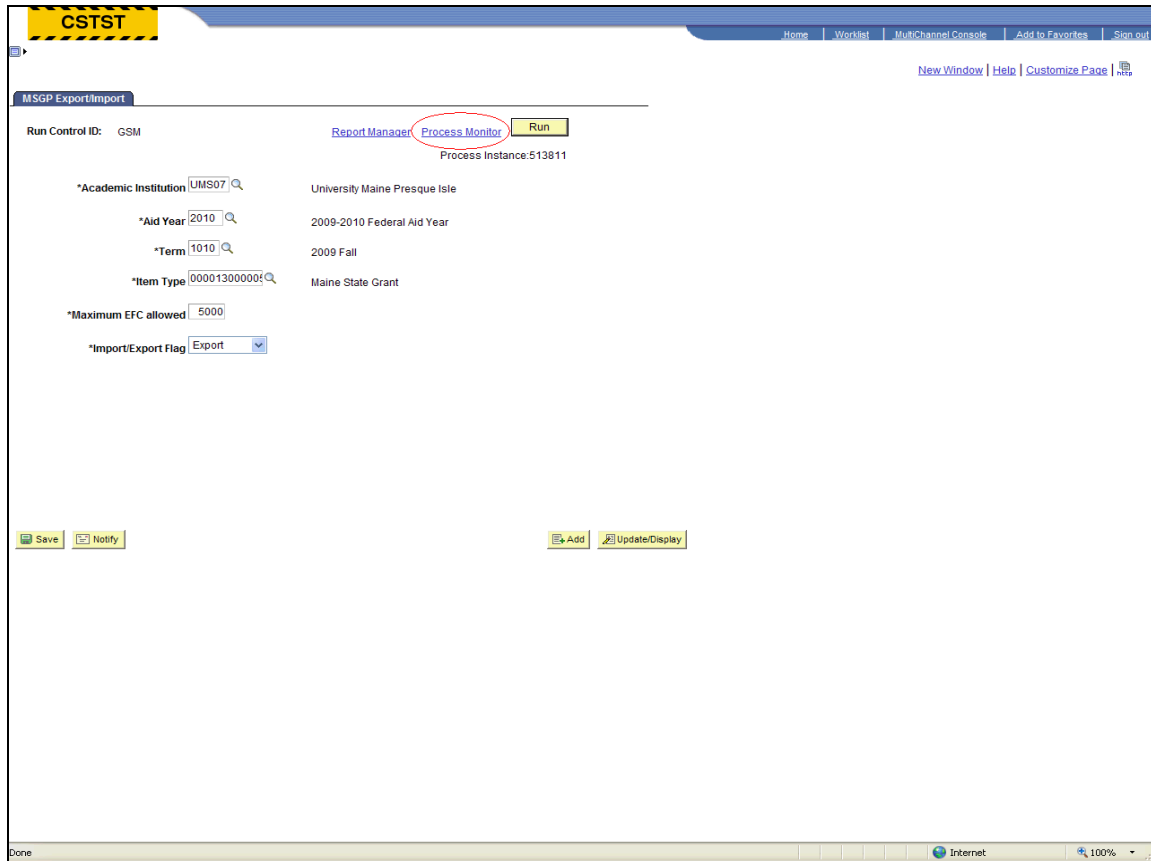
Recurrence: Run Time: 3:54:54PM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Runs the MSISP Interface	UM_RUN_MSISP	Application Engine	Web	TXT	Distribution

Done Internet 100%

Step	Action
15.	On the Process Scheduler Request page, click the OK button to start the process and return to the MSG Export/Import page. <div style="text-align: center; margin-top: 5px;"> <input style="border: 1px solid black;" type="button" value="OK"/> </div>



Step	Action
16.	On the MSGP Export/Import page, note the Process Instance number and then click the Process Monitor link. Process Monitor

Process Document

Financial Aid: Export/Import Maine State Grant



CSTST

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Process List | Server List

View Process Request For

User ID: 0020625 Type: [v] Last: 1 Days **Refresh**

Server: [v] Name: [v] Instance: [v] to [v]

Run Status: [v] Distribution Status: [v] Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	513811		Application Engine	UM_RUN_MSISP	0020625	10/22/2009 3:54:54PM EDT	Success	Posted	Details

Go back to MSGP Import/Export

Save **Notify**

Process List | Server List

Done Internet 100%

Step	Action
17.	Click the <i>Refresh</i> button until the <i>Distribution Status</i> shows as <i>Posted</i> .

Refresh



Process Document

Financial Aid: Export/Import Maine State Grant

The screenshot shows the CSTST web application interface. At the top left is the CSTST logo. The navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below the navigation bar, there are tabs for Process List and Server List. The main content area features a 'View Process Request For' section with search filters for User ID, Type, Last, Server, Name, Instance, Run Status, and Distribution Status. Below this is a 'Process List' table with columns for Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The 'Details' link for the first row is circled in red. Below the table are links for 'Go back to MSGP Import/Export', 'Save', and 'Notify' buttons. The bottom of the page shows the browser status bar with 'Internet' and '100%' zoom.

Step	Action
18.	Click the Details link to open the Process Detail page. Details

Process Document

Financial Aid: Export/Import Maine State Grant



CSTST

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Process Detail

Process

Instance: 513811 Type: Application Engine
 Name: UM_RUN_MSISP Description: Runs the MSISP Interface
 Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: GSM
 Location: Server
 Server: PSUNX
 Recurrence:

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time **Actions**

Request Created On: 10/22/2009 3:55:03PM EDT [Parameters](#) [Transfer](#)
 Run Anytime After: 10/22/2009 3:54:54PM EDT [Message Log](#) [View Locks](#)
 Began Process At: 10/22/2009 3:55:29PM EDT [Batch Timings](#)
 Ended Process At: 10/22/2009 3:55:59PM EDT [View Log/Trace](#)

OK Cancel

Done Internet 100%

Step	Action
19.	On the Process Detail page, click the View Log/Trace link to open the View/Log Trace page. View Log/Trace



Process Document

Financial Aid: Export/Import Maine State Grant

CSTST

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

View Log/Trace

Report

Report ID: 439193 Process Instance: 513811 [Message Log](#)

Name: UM_RUN_MSISP Process Type: Application Engine

Run Status: Success

Runs the MSISP Interface

Distribution Details

Distribution Node: DEV Expiration Date: 11/01/2009

File List

Name	File Size (bytes)	Datetime Created
Redirection_Terminal_Output	660	10/22/2009 3:55:59.000000PM EDT
msisp_10222009.TXT	0	10/22/2009 3:55:59.000000PM EDT

Distribute To

Distribution ID Type	Distribution ID
User	0020625

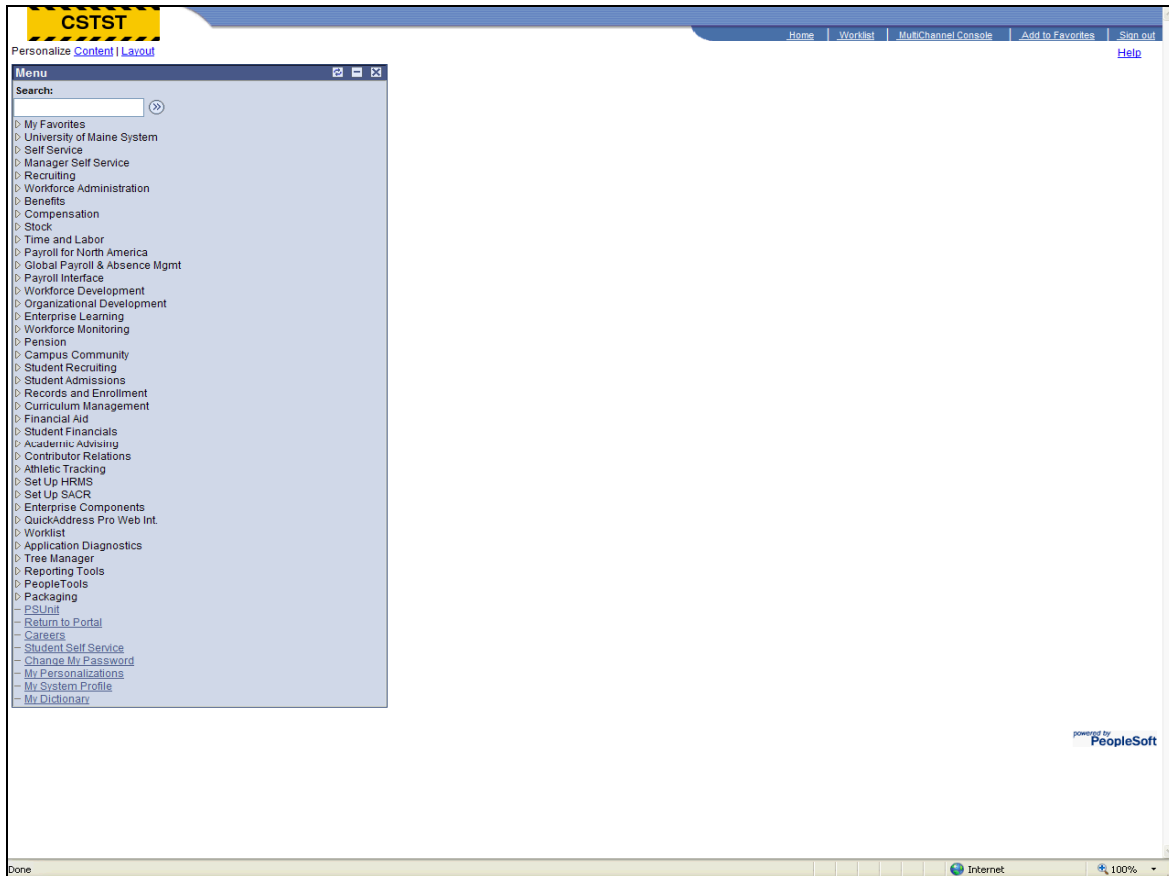
[Return](#)

Internet 100%

Step	Action
20.	On the View/Log Trace page, click on the .TXT file to open and save it.
	Review the file and then transmit it to the State of Maine.

Process Document

Financial Aid: Export/Import Maine State Grant



Step	Action
21.	Later...to import the file returned by the State of Maine...From the Campus Solutions menu, click the University of Maine System link. ▶ University of Maine System
22.	Click the Financial Aid link. ▶ Financial Aid
23.	Click the Batch Processing link. ▶ Batch Processing
24.	Click the MSGP Import/Export link. MSGP Import/Export



Process Document

Financial Aid: Export/Import Maine State Grant

CSTST

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) |

MSGP Import/Export

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

[Search](#) | [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Internet 100%

Step	Action
25.	On the MSGP Import/Export page,click the <i>Search</i> button to look up and select your already created Run Control. 

Process Document

Financial Aid: Export/Import Maine State Grant



CSTST

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | ...

MSGP Export/Import

Run Control ID: MSG [Report Manager](#) [Process Monitor](#) [Run](#)

*Academic Institution University Maine Presque Isle




*Aid Year 2009-2010 Federal Aid Year

*Term 2009 Fall

*Item Type Maine State Grant


*Maximum EFC allowed

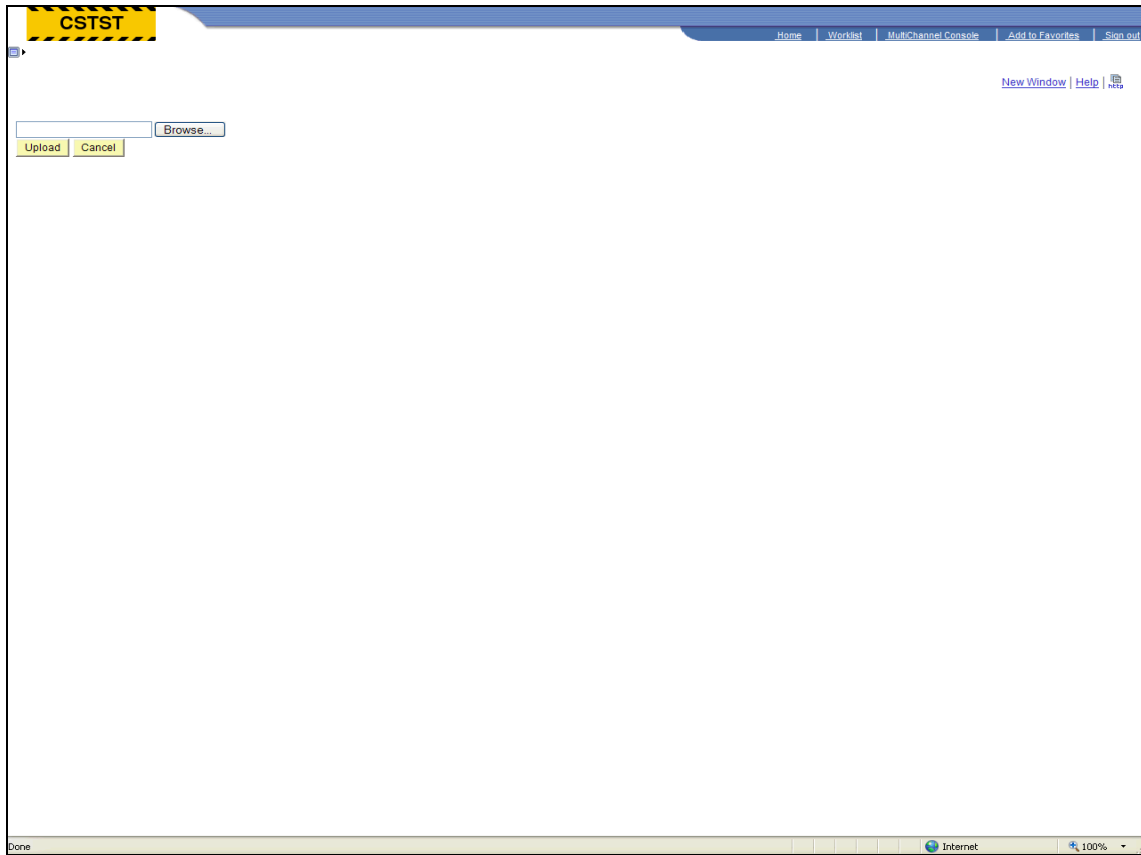
*Import/Export Flag

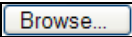
Attached File:   

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

Done Internet 100%

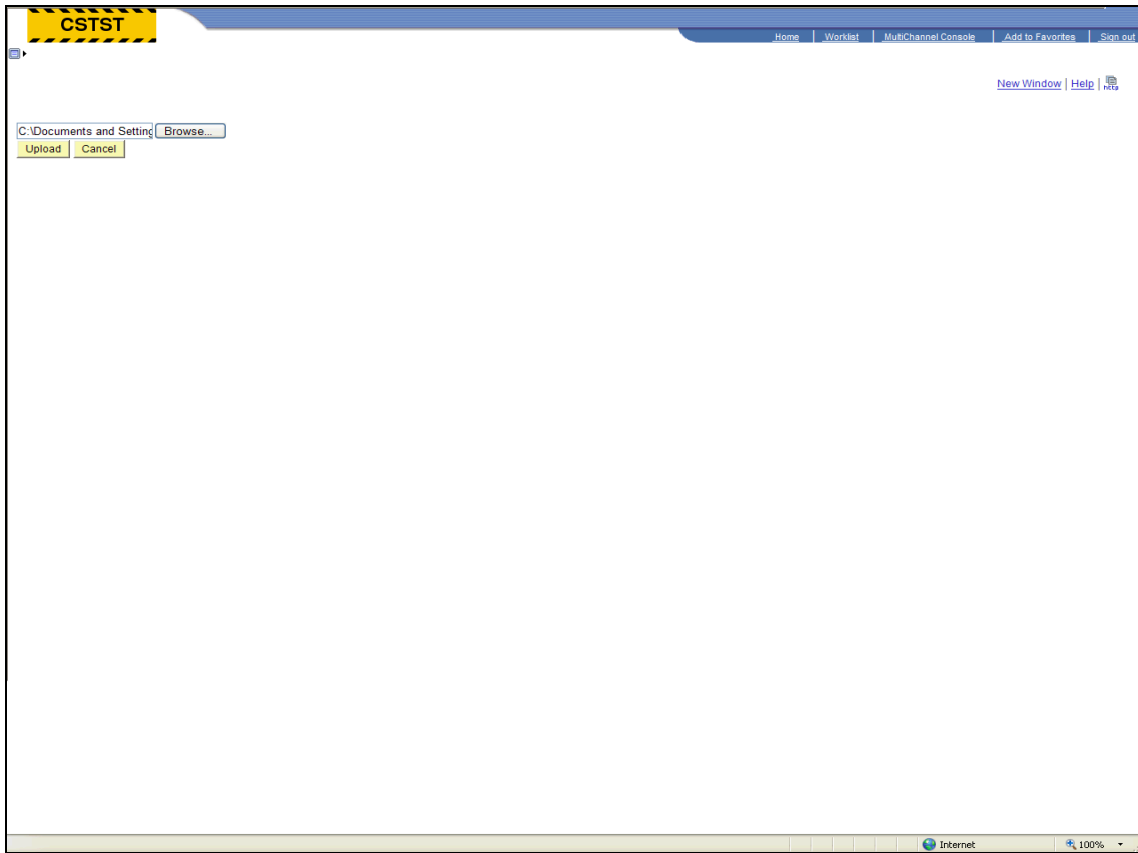
Step	Action
26.	<p>The data you previously entered for the Run Control will enter by default .We are importing the file from the State of Maine, so make certain Import is selected in the <i>Import/Export Flag</i> field.</p> <p>Click the Add Attachment button.</p> 

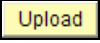


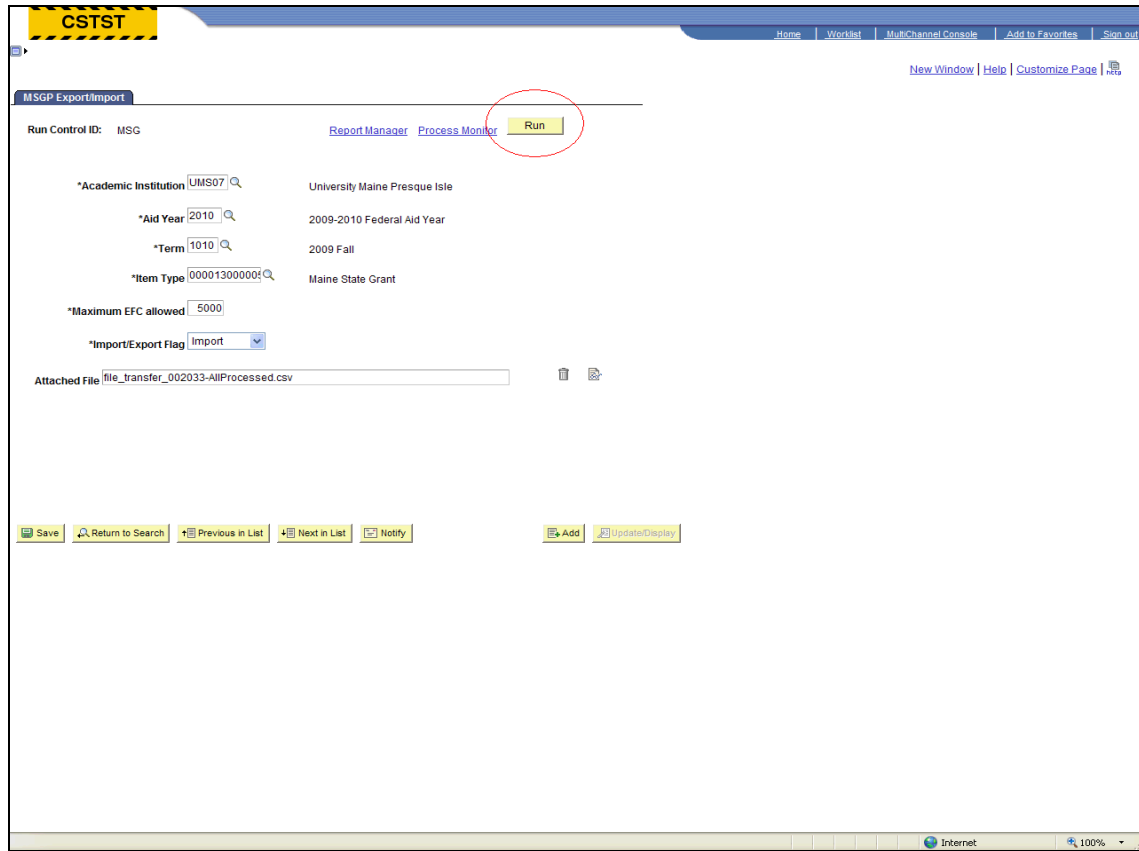
Step	Action
27.	Click the <i>Browse...</i> button to locate the file on your computer and select it. 

Process Document

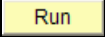
Financial Aid: Export/Import Maine State Grant



Step	Action
28.	Click the Upload button. 



The screenshot shows the CSTST MSGP Export/Import interface. At the top left is the CSTST logo. The page title is 'MSGP Export/Import'. Below the title, there are navigation links: 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. On the right side, there are links for 'New Window', 'Help', 'Customize Page', and a printer icon. The main content area includes a 'Run Control ID: MSG' and a 'Run' button circled in red. Below this, there are several input fields and labels: '*Academic Institution' (UMS07) with 'University Maine Presque Isle', '*Aid Year' (2010) with '2009-2010 Federal Aid Year', '*Term' (1010) with '2009 Fall', '*Item Type' (000013000000) with 'Maine State Grant', '*Maximum EFC allowed' (5000), and '*Import/Export Flag' (Import). There is also an 'Attached File' field containing 'file_transfer_002033-AIIPProcessed.csv'. At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'. The browser status bar at the bottom shows 'Internet' and '100%' zoom.

Step	Action
29.	Click the Run button to open the Process Scheduler Request page. 

Process Document

Financial Aid: Export/Import Maine State Grant



CSTST

[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#) |

Process Scheduler Request

User ID: 0020625 Run Control ID: MSG

Server Name: Run Date: 10/23/2009

Recurrence: Run Time: 10:43:32AM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Runs the MSISP Interface	UM_RUN_MSISP	Application Engine	Web	TXT	Distribution

Done Internet 100%

Step	Action
30.	On the Process Scheduler Request page, click the OK button. <div style="text-align: center; margin-top: 5px;"> <input type="button" value="OK"/> </div>



Process Document

Financial Aid: Export/Import Maine State Grant

CSTST

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page |

MSGP Export/Import

Run Control ID: MSG [Report Manager](#) [Process Monitor](#)

Process Instance: 513820

*Academic Institution: University Maine Presque Isle

*Aid Year: 2009-2010 Federal Aid Year

*Term: 2009 Fall

*Item Type: Maine State Grant

*Maximum EFC allowed:

*Import/Export Flag:

Attached File:

Internet 100%

Step	Action
31.	On the MSGP Export/Import page, note the Process Instance number and then click the Process Monitor link. Process Monitor

Process Document

Financial Aid: Export/Import Maine State Grant



CSTST

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Process List | **Server List**

View Process Request For

User ID: 0020625 Type: [] Last: 1 Days Refresh

Server: [] Name: [] Instance: [] to []

Run Status: [] Distribution Status: [] Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	513820		Application Engine	UM_RUN_MSISP	0020625	10/23/2009 10:43:32AM EDT	Queued	N/A	Details
<input type="checkbox"/>	513812		Application Engine	UM_RUN_MSISP	0020625	10/22/2009 3:59:22PM EDT	Success	Posted	Details
<input type="checkbox"/>	513811		Application Engine	UM_RUN_MSISP	0020625	10/22/2009 3:54:54PM EDT	Success	Posted	Details

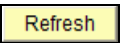
[Go back to MSGP Import/Export](#)

Save Notify

Process List | **Server List**

Done Internet 100%

Step	Action
32.	Click the <i>Refresh</i> button until the <i>Distribution Status</i> shows as Posted .





Process Document

Financial Aid: Export/Import Maine State Grant

CSTST

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Process List | Server List

View Process Request For

User ID: 0020625 Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	513820		Application Engine	UM_RUN_MSISP	0020625	10/23/2009 10:43:32AM EDT	Success	Posted	Details
<input type="checkbox"/>	513812		Application Engine	UM_RUN_MSISP	0020625	10/22/2009 3:59:22PM EDT	Success	Posted	Details
<input type="checkbox"/>	513811		Application Engine	UM_RUN_MSISP	0020625	10/22/2009 3:54:54PM EDT	Success	Posted	Details

[Go back to MSGP Import/Export](#)

Save Notify

Process List | Server List

Done Internet 100%

Step	Action
33.	After the process has successfully posted, navigate to the MSGP Processing page to verify results for individual students. Details
34.	From the Campus Solutions menu, click the University of Maine System link. University of Maine System
35.	Click the Financial Aid link. Financial Aid
36.	Click the MSGP Processing link. MSGP Processing

Process Document

Financial Aid: Export/Import Maine State Grant



CSTST

[Home](#) | [Worklist](#) | [MultiChannel Console](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) |

MSGP Processing
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

EmpID:
Academic Institution:
Aid Year:
Term:
Item Type:
Social Security #:
Last Name:

 Case Sensitive

| | [Basic Search](#) | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Internet | 100%

Step	Action
37.	On the MSGP Processing page, enter identification data for the student.
38.	Click the Search button. <div style="border: 1px solid black; display: inline-block; padding: 2px 5px; margin-top: 5px;">Search</div>



Process Document

Financial Aid: Export/Import Maine State Grant

The screenshot shows a web application interface with a blue header and a yellow 'CSTST' logo. The main content area is titled 'Key/Demographic' and 'Transmittal Data'. The data displayed is as follows:

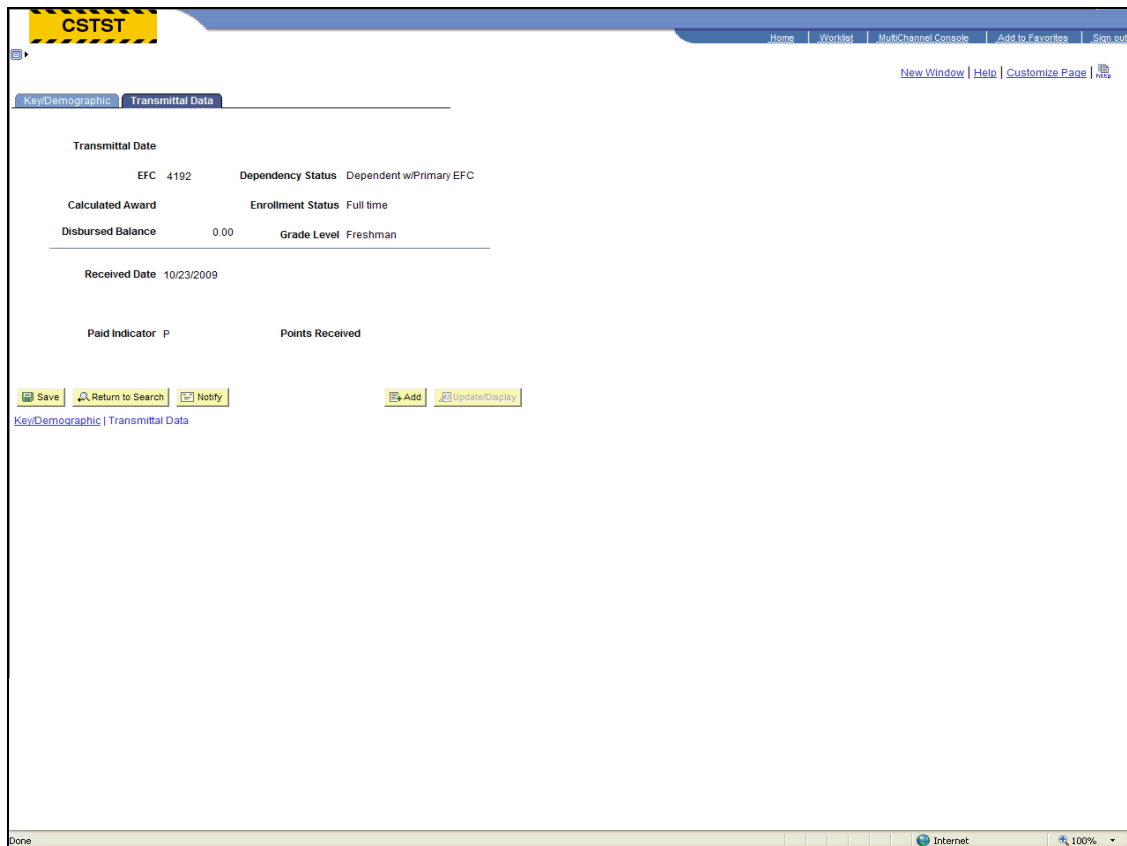
EmplID	0623631		
Academic Institution	UMS07	University Maine Presque Isle	
Aid Year	2010	2009-2010 Federal Aid Year	
Term	1010	2009 Fall	
Item Type	000013000005	Maine State Grant	
Last Name	SHAW		
First Name	MARYL		
Middle Name	R		
Social Security #	006-90-8286	Date of Birth	06/28/1990

Below the data, there are several buttons: Save, Return to Search, Notify, Add, and Update/Display. At the bottom of the page, there are links for 'Key/Demographic' and 'Transmittal Data'. The browser status bar at the bottom shows 'Done', 'Internet', and '100%' zoom.

Step	Action
39.	The Key/Demographic tab displays demographic data for the student. Click the Transmittal Data tab. Transmittal Data

Process Document

Financial Aid: Export/Import Maine State Grant



Step	Action
40.	<p>The Transmittal Data tab displays information specific to the student's award. The top half contains information that you transmitted OUT to the State of Maine as a result of exporting the file. The bottom half displays information received from the State of Maine as part of an Imported file.</p> <p>There are memo codes that are new this year. If memo codes are transmitted for a student they are displayed exactly as received below the <i>Paid Indicator</i> field.</p> <p>If there are any Errors/Warnings associated with this student's record, an Error tab will appear; otherwise, the Error tab is hidden.</p>
41.	End of Procedure.